

Introduction [Section 1 of 13]

Welcome to the updated Salary Survey – now the Talent Retention Toolbox. The CSIA Statistics Committee developed the Talent Retention Toolbox to gain an understanding of the acquisition, retention and compensation issues facing CSIA members. The more members that participate the more we can create detailed analytics by regional and size of company. Please encourage your fellow members to participate.

There is an Ideas for Next Time – section at the end of the survey. Please add your suggestions.

No member of CSIA has access to the individual company results of this or any survey. iLumen, Inc. is the vendor of this survey. If you have any questions, please contact support@ilumen.com. The Survey will remain open from January 1, 2020 to February 15, 2020.

Results of the Survey will be published to participating members by March 15, 2020.

Thank you.

Revenue and Payroll [Section 2 of 13]

Total Revenue

Employee Based Labor Revenue (exclude material, subcontracted revenue and reimbursed expenses)

Total Salaries and Wages

Total Benefits

Health, Dental and Vision Plans [Section 3 of 13]

When is a new employee eligible to enroll in the organizations healthplan? (pick one)

For each type of coverage offered, what is the average percentage of the premium paid by your organization at this location? - If contribution amount varies by position/pay level please specify

Select the average for all positions. Please leave items blank which do not apply. Select do not offer if not offered.

Medical plan for employee only

Medical plan for dependents only

Medical plan for Family

Medical plan for employee and spouse

Medical plan for employee and dependents

Dental plan for employee

Dental plan for dependents only

Dental plan for Family

Dental plan for employee and spouse

Dental plan for employee and dependents

Vision plan for employee

Vision plan for dependents only

Vision plan for Family

Vision plan for employee and spouse

Vision plan for employee and dependents

Short-term disability

Long-term disability

Life insurance

Of the life insurance the company covers, what is the minimum amount?

Accidental death and dismemberment

Please select ▼

Does your contribution to the premium vary by position?

- Yes No

Does your organization offer the following benefits to its full-time employees at this location?

HSA plan with employer contribution

- Yes No

HSA plan without employer contribution

- Yes No

FSA plan with employer contribution

- Yes No

FSA plan without employer contribution

- Yes No

Retirement plans and 401K [Section 4 of 13]

Defined benefit retirement plan (pension)

- Yes No

Retirement savings plan (e.g., 401(k), Roth IRA) without employer contribution

- Yes No

Retirement savings plan (e.g., 401(k), Roth IRA) with employer contribution

- Yes No

Does the company match retirement savings plans (e.g., 401(k), Roth IRA)?

- Yes No

If yes, what percentage does the company match?

Please select ▼

Other non-contributory profit sharing

- Yes No

Paid Time off [Section 5 of 13]

Does your organization provide time off as PTO (one bank of time) or as vacation/sick/personal days (separate banks) benefits to its full-time employees at this location?

Please select the average number of days of PTO for all employees.

Paid Vacation Days

Please select ▼

Paid Sick Days

Please select ▼

PTO (one bank of time)

Please select ▼

Does your organization provide additional holiday benefits to its full-time employees at this location?

Un-Paid Holidays

Yes No

Paid Holidays

Yes No

Employee Turnover [Section 6 of 13]

For Employee count, please use a 40 hour full time equivalent (FTE)

What was your turnover for the Year

Number of Employees at the beginning of the year 100

Number of New Employees 10

Employees who left Voluntarily 20

Employees who were Terminated (for cause, downsizing, or outsourcing) 30

Number of Employees at the end of the year 0 60

Outsourced Services [Section 7 of 13]

Do you outsource any of the following positions – Please select Yes/No

IT

Yes No

Accounting

Yes No

Marketing

Yes No

Training

Yes No

Safety

Yes No

HR

Yes No

Employee Recruiting [Section 8 of 13]

Please rate From 1 to 5 your most successful recruiting program (5 being most successful and so on)

Placement firm

1 2 3 4 5

Existing Employees/Internal Referrals

1 2 3 4 5

Job Posting (Monster/Indeed/etc.)

1 2 3 4 5

University Recruiting

1 2 3 4 5

Other

1 2 3 4 5

Does the company pay relocation?

Yes No

If yes, please select the basis for the relocation

% of salary set amount

Bonus Analysis [Section 9 of 13]

Does your organization offer the following bonuses to its full-time employees at this location?

Discretionary Bonus

Yes No

If yes, average percent of annual salary

Please select

Merit Bonus

Yes No

If yes, average percent of annual salary

Please select ▼

Signing Bonus

Yes No

If yes, average percent of annual salary

Please select ▼

Recruiting Bonus

Yes No

If yes, average percent of annual salary

Please select ▼

Tenure-based Bonus

Yes No

If yes, average percent of annual salary

Please select ▼

Does your organization provide annual cost of living raises to its full-time employees at this location?

Yes No

If yes, average percent of annual raise

Please select ▼

Does your organization offer any tuition reimbursement program to its full-time employees at this location?

Please select ▼

If yes, average percent

Please select ▼

Leave and Employee Welfare Benefits [Section 10 of 13]

Does your organization offer any additional work/life balance and or Family Friendly benefits to its full-time employees at this location?

Paid Maternity Leave

Yes No

Paid Paternity Leave

Yes No

Reimbursements for gym memberships

Yes No

Immediate families invited to corporate events

Yes No

Financial Education workshops, seminars or classes

Yes No

An Employer sponsored Employee Assistance Program (EAP)

Yes No

Paid Childcare

Yes No

Paid Eldercare

Yes No

Free or discounted tickets to local family entertainment or sporting events

Yes No

Access to an on-site gym or fitness facility

Yes No

Payroll Type by Job Description [Section 11 of 13]

Administrative / Support Staff

CEO/President

Hourly Salary Salary plus Overtime

COO

Hourly Salary Salary plus Overtime

CFO

Hourly Salary Salary plus Overtime

Branch Manager

Hourly Salary Salary plus Overtime

Service Manager

Hourly Salary Salary plus Overtime

System/Database Administrator

Hourly Salary Salary plus Overtime

Accountant

Hourly Salary Salary plus Overtime

Administrative Assistant

Hourly Salary Salary plus Overtime

Controller

Hourly Salary Salary plus Overtime

HR Manager

Hourly Salary Salary plus Overtime

HR Specialist

Hourly Salary Salary plus Overtime

Office Manager

Hourly Salary Salary plus Overtime

Quality Manager

Hourly Salary Salary plus Overtime

Safety Manager

Hourly Salary Salary plus Overtime

Sales Staff

Sales Manager

Hourly Salary Salary plus Overtime

Marketing Manager

Hourly Salary Salary plus Overtime

Salesperson

Hourly Salary Salary plus Overtime

Estimator

Hourly Salary Salary plus Overtime

Technical Staff

CAD/Designer

Hourly Salary Salary plus Overtime

CAD Lead/Supervisor

Hourly Salary Salary plus Overtime

Shop Technician

Hourly Salary Salary plus Overtime

Shop Foreman

Hourly Salary Salary plus Overtime

Controls level I

Hourly Salary Salary plus Overtime

Controls level II

Hourly Salary Salary plus Overtime

Controls level III

Hourly Salary Salary plus Overtime

Systems Architect

Hourly Salary Salary plus Overtime

Software level I

Hourly Salary Salary plus Overtime

Software level II

Hourly Salary Salary plus Overtime

Software level III

- Hourly
- Salary
- Salary plus Overtime

Service Technician

- Hourly
- Salary
- Salary plus Overtime

Project Technical Lead

- Hourly
- Salary
- Salary plus Overtime

Project Manager

- Hourly
- Salary
- Salary plus Overtime

Project Admin

- Hourly
- Salary
- Salary plus Overtime

Technical Writer

- Hourly
- Salary
- Salary plus Overtime

Total Compensation and Base by Job Description [Section 12 of 13]

For instructions on the survey and descriptions on the roles [click here](#).

SALARY INFORMATION SHOULD BE BASED ON ACTIVITY FOR THE 2019 CALENDAR YEAR
IF YOU HAVE NO EMPLOYEES FOR A ROLE, LEAVE THE FIELDS BLANK.

Administrative / Support Staff

CEO/President

Total

Base

COO

Total

Base

CFO

Total	<input type="text"/>
Base	<input type="text"/>
Branch Manager	
Total	<input type="text"/>
Base	<input type="text"/>
Service Manager	
Total	<input type="text"/>
Base	<input type="text"/>
System/Database Administrator	
Total	<input type="text"/>
Base	<input type="text"/>
Accountant	
Total	<input type="text"/>
Base	<input type="text"/>
Administrative Assistant	
Total	<input type="text"/>
Base	<input type="text"/>
Controller	
Total	<input type="text"/>
Base	<input type="text"/>
HR Manager	
Total	<input type="text"/>
Base	<input type="text"/>
HR Specialist	
Total	<input type="text"/>
Base	<input type="text"/>
Office Manager	
Total	<input type="text"/>
Base	<input type="text"/>

Quality Manager

Total

Base

Safety Manager

Total

Base

Sales Staff

For Sales Staff, please include salary and commissions as the base.

Sales Manager

Total

Base

Marketing Manager

Total

Base

Salesperson

Total

Base

Estimator

Total

Base

Technical Staff

CAD/Designer

Total

Base

CAD Lead/Supervisor

Total

Base	<input type="text"/>
Shop Technician	
Total	<input type="text"/>
Base	<input type="text"/>
Shop Foreman	
Total	<input type="text"/>
Base	<input type="text"/>
Controls level I	
Total	<input type="text"/>
Base	<input type="text"/>
Controls level II	
Total	<input type="text"/>
Base	<input type="text"/>
Controls level III	
Total	<input type="text"/>
Base	<input type="text"/>
Systems Architect	
Total	<input type="text"/>
Base	<input type="text"/>
Software level I	
Total	<input type="text"/>
Base	<input type="text"/>
Software level II	
Total	<input type="text"/>
Base	<input type="text"/>
Software level III	
Total	<input type="text"/>
Base	<input type="text"/>
Service Technician	

Total

Base

Project Technical Lead

Total

Base

Project Manager

Total

Base

Project Admin

Total

Base

Technical Writer

Total

Base

Other Information

Enter as a decimal fractional value

What is the overall average percent increase in salary compared to previous year?

In which geographic region is this location?

Suggestions [Section 13 of 13]

Please type below suggestions you have for the CSIA Statistics Committee about the Talent Retention Toolbox or other analysis you would like to see.

Suggestions